

Design Memorandum No. 04-2003

TO: Engineering Offices and Divisions
Districts
Consulting Engineers

FROM: Mark Gaydos, Design Engineer

DATE: March 7, 2003

SUBJECT: STEP TO ADDRESS PROJECTS WITH ITS

Design Manual Reference:

Section II-05

_____ Revision

_____° Supplemental

Introduction

This guidance is intended to supplement Section II-05, Project Concept Report, which is used as a tool for environmental classification and determining eligibility for federal funding.

Implementation

This guidance is to be implemented immediately to ensure we take advantage of technology and communicate early in the project development process. This process has been developed and should be followed to ensure Intelligent Transportation Systems (ITS) applications are communicated early in the development stages, and implemented efficiently and effectively.

- Guidance**
- Step 1 - Review ITS statewide plan.
 - Step 2 - Each project scoping report should include a decision item to determine if there should be a study done. _____ YES _____ NO
(If YES continue to step 3, if NO STOP)
 - Step 3 - Maintenance and Engineering Services Division should attend the field review and conduct a check list of ITS possible components.(2 weeks to perform this step)
 - Step 4 - ITS Committee will make recommendations. (2 weeks to perform this step)
 - Step 5- Maintenance and Engineering Services Division submits proposal and components w/costs for inclusion into Project Concept Report (PCR) to the PCR writer. (1 week to perform this step)
 - Step 6 - ITS options with costs and impacts will be incorporated into PCR.
 - Step 7 - PCR sent out for comments.
 - Step 8 - PCR sent to management for decisions.
 - Step 9 - PCR decisions should be incorporate into design.

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ITS components should typically be considered for the following:

Interstate surfacing or reconstruction projects
Urban region system reconstruction projects
Urban regional signal projects
Inter-regional surfacing or reconstruction projects
Major bridge-replacement or repair

Questions

Any question regarding the content or implementation of this memorandum should be referred to Ronald J. Henke, Design Division, 701-328-4445.

Approved

Signed

Francis G. Ziegler, P.E. - Director, Office of Project Development

3/21/03

Date

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c: FHWA